

Requirements for
Hosting HES courses



2007 - 2008

Registration

Host venue facilitator to ensure each delegate:

- Signs Attendance Register
- Receives a Course Manual, HES Delegate Pack, Name label

Start of Course

Host venue facilitator to:

- Welcome all delegates and tutor
- Brief all delegates on Housekeeping and Health & Safety issues - e.g. refreshments, lunch facilities, toilets, fire exits and evacuation procedures

End of Course

Host venue facilitator to:

- Handout Delegate Certificates
- Collect all Evaluation Forms and Attendance Register and return these to Health Education Seminars

Refreshments

To be available at registration, mid-morning (10.45ish), lunchtime and mid-afternoon (15.00ish) breaks.

- Tea, coffee, water, squash/juice
- Biscuits
- Canteen (or similar) available for delegates to purchase meals

The Shoulder – theory & practice

Audio-Visual Aids

- Laptop projector (please have a PC available with CD Rom drive as a back up)
- 12 x plinths (8 plinths MINIMUM) (24 delegates)

Course Times

- *Registration* 08.45 – 09.00am
- *Course* 09.00 – 17.00pm both days

Practical Podiatric Biomechanics

Audio-Visual Aids

- Powerpoint projector
- Extension leads (please check equipment is in good working order)
- 9 x plinths (6 MINIMUM).
- Flipchart with a few different colour pens (18 delegates)

Please remind your physio's to bring shorts and crop tops.

Course Times

- *Registration* 08.45 – 09.00am
- *Course* 09.00 – 16.30pm approx both days

Sport & Exercise First Aid

Audio-Visual Aids

- Power supply for both laptop and projector
- Projector screen or **clear** wall for presentation
- Flipchart with a few different colour pens

Equipment

- Floor space + mats for up to 10 pairs of delegates (20 – 24 delegates)

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30pm
-

Sports Massage Masterclass (2 days)

Audio-Visual Aids

- Laptop projector
- Extension leads
- 1 x plinth between each 2 delegates (20 delegates)

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30 approx. both days
-

The Combined Approach to the Sacroiliac Joint

Audio-Visual Aids

- Laptop projector
- Extension leads
- Flipchart or Whiteboard with a few different colour pens
- 1 x plinth between each 2 delegates (24 delegates with 1 tutor, up to 30 delegates with 2 tutors)

Equipment

- Model spine/pelvis
- All other equipment is provided

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 17.00 Day 1, 09.00 – 16.00 Day 2
-

Functional Performance Testing following Knee Ligament Injury

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector

Equipment

- Flipchart + a few different colour pens
- 10 x plinths (minimum of 5 x plinths) (22 delegates)
- 5 x goniometers, 5 tape measures

Gym equipment

- Step-up 'step' / block / etc
- Not essential, but definitely 'desirable' - multigym / leg press / knee extension machine / knee flexion machine
- Mark out 'Hop Test' on your gymnasium floor, using attached diagram

Course Times

- *Registration* 08.45 – 09.00am
- *Course* 09.00 – 16.30 approx.

Exercise Rehabilitation for the Lower Limb: Open or Closed Kinetic Chain Exercise?

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector

Equipment

- Flipchart + a few different colour pens
- 10 x plinths (minimum of 5 plinths) (22 delegates)
- 5 x goniometers, 5 x tape measures

Gym equipment

- Ankle weights, Handweights, Theraband
- Step-up 'step' / block / etc
- Not essential, but 'desirable' - multigym / leg press / knee extension machine / knee flexion machine

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30 approx. both days
-

Proprioception & Neuromuscular Control in Exercise Rehabilitation for the Lower Limb

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector

Equipment

- Flipchart + a few different colour pens
- 10 x plinths (minimum of 5 x plinths) (22 delegates)
- 5 x goniometers
- 5 tape measures
- 4 rolls each of zinc oxide tape ¼ inch and ½ inch

Gym equipment

- Theraband
- Step-up 'step' / block / etc
- Gym floor mats, Gym balls
- Trampoline
- Wobble board(s)
- Not essential, but 'desirable' - foam rollers, 1/2 foam rollers, sit fits / inflatable cushions, floor cones / hurdles

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30 approx. both days
-

Spinal Manipulation (1 day) & Grade V Spinal Manipulation (2 days)

Audio-Visual Aids

- Laptop projector
- 1 x plinth between each 2 delegates (Spinal Manipulation - 12 delegates)
(Grade V Spinal Manipulation – 16 delegates)

Course Times

- *Registration* 08.45 – 09.00am
- *Course* 09.00 – 16.30pm approx.

Altered Haemodynamics

Equipment Requirements

- 3 x automatic blood pressure monitors (either the big datascopes - as used on the wards or a smaller version like the Omron as used by GP's) (Usually available from nurses on the Vascular Clinics / General Surgery Clinics – if you ask nicely!)
(3 x sphygmomanometers's and the old style cuffs instead of the Omrons is also an option)
- 3 x hand held Doppler Ultrasounds

** The above equipment requirements are not essential, but any that you have will greatly enhance the practical sessions – the course lecturers will be able to bring only limited equipment with them **

- Suitable lecture and practical room/rooms (20 - 25 delegates)
- 7 – 12 plinths (MINIMUM of 7 plinths)

Audio-Visual Aids

- LCD projector for PowerPoint (laptop not required)
- Flip Chart + pens.

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 17.00pm Day 1, 09.00 – 16.00pm Day 2
-

Paediatric Respiratory & Orthopaedic Workshop

Audio-Visual aids

- Laptop projector
- Flipchart (maximum of 25 delegates)
- Power Supply for laptop and projector
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Equipment

- Tables to use for serial splinting
- Gym space

Course Times

- *Registration* 08.45 - 09.00am, *Course* 09.00 – 16.30 approx. both days
-

Anterior Knee Pain: Differential Diagnosis & Treatment

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector (please check that it is in working order)

Equipment

- Flipchart + a few different colour pens
- 12 x plinths (minimum of 8 x plinths) (maximum of 24 delegates)

Gym equipment

- 3-4 gym/swiss balls, Theraband
- 8 rolls 3.75cm zinc oxide tape (leukotape P or similar quality)
- Step, bench or stairs, sit fits/inflatable cushions/trampet

Course Times

- *Registration* 08.45 – 09.00am, *Course* 09.00 – 17.00 both days

Respiratory Care Update

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector
- Flipchart + few different coloured pens

Equipment

- 6 - 12 plinths (minimum of 6)
- Pillows
- Stethoscopes (as many as you have available, but all delegates are asked to bring one also)
- Not essential (but useful if you have available) – incentive spirometers, cough assist, BIRD, NIV etc

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30 approx.
-

Combined Movement Theory

Equipment & Audio-Visual Aids

- Laptop projector (laptop also if you have one available)
- 8 x adjustable plinths or 1 between 2 if less than 16 delegates (pedals facing middle of room)
- Flip chart + pens
- McKenzie belts if you have any – please advise if not
- Model spine(s)
- Clear room adequately - to prevent unnecessary accidents

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 17.00 Day 1, 09.00 – 16.00 Day 2
-

The Sporting Hip & Groin

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector

Equipment

- 6-8 plinths (maximum of 3 per plinth = 18 - 24 delegates)
- Theraband tubing (not latex band) BLUE 1m X 6

Gym equipment

- Airex gym floor exercise mats (or equivalent)

Course Times

- *Registration* 08.45 – 09.00am
- *Course* 09.00 – 16.30 approx.

Clinical Plyometrics in Evidence-Based Knee Injury Prevention & Rehabilitation

Audio-Visual Aids

- Laptop projector
- Power supply for laptop and projector

Equipment

- Flipchart + a few different colour pens
- 5 x plinths (maximum of 22 delegates)
- 5 x goniometers
- 5 tape measures
- 10 x rolls 2.5cm white zinc oxide tape (for 22 delegates) – **HES will supply**

Gym equipment

- Airex gym floor exercise mats (or equivalent)
- 2 to 4 steps or gym benches approximately 30cm high.
- If possible: as many cones, hurdles, steps as possible
- NOT essential, but 'desirable' - multigym / leg press / knee extension machine / knee flexion machine

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30 approx.
-

Muscle Energy Techniques

Audio-Visual Aids

- Powerpoint projector
- 6 – 12 plinths (or 1 between every 3 delegates if less than 24)
- Flipchart with a few different colour pens

Course Times

- *Registration* 08.45 – 09.00am
 - *Course* 09.00 – 16.30pm approx. both days
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If your clinic/department does not meet the minimum equipment requirements for the courses that you are interested in hosting, then unfortunately it may not be possible to proceed with the course – please contact us if you are in any doubt.

If you have any questions relating to the equipment requirements, please contact us

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